

## **BREAKFAST/LUNCH PROCEDURES / MEAL CHARGE POLICY**

No more than two (2) charges are allowed per elementary student for the lunch program. This policy applies to regular and reduced price meals. (Junior High, High School, and adults will not be allowed to charge meals.) After the second charge, elementary students will be served a cheese sandwich, fruit, vegetable and milk, a reimbursable meal, which will be charged the daily cost of a lunch, until the outstanding amounts are paid in full. If the account balance is not paid in full, any monies received will be applied to the unpaid balance. (A breakfast or milk cannot be charged.)

If after exceeding the courtesy limit as established by this policy, the parents and/or guardians continue to fail to provide the elementary student(s) with a sack lunch or lunch money, school district personnel may be asked to intercede on behalf of the student(s) by contacting the appropriate agencies.

Students will not be allowed to charge meals during the last 10 days of the school year. All outstanding balances must be paid by the final day of student attendance in the current school year.

The deadline to deposit money into lunch accounts for the day will be set at 11:00 am to allow food service personal to post the amount to the account and to avoid delays in preparation for serving lunch. All money deposited after this deadline will not show up until the next school day; unless an exception is made based on one of the scenarios below:

1. If a student does not have money in their account, but has money to deposit when standing at the register to check out; the student will be sent to the supervisor in the lunchroom – they will direct this student to the office to deposit the money. The Business Manager or secretary will then deposit the money and the student will receive a receipt. The student can come back to the lunchroom to eat when the deposit is made.
2. If a student brings money to be deposited after 11:00 am, the student will be sent to deposit the money in the main office and will be given a receipt.
3. If a student does not have money in the account and has gone through the line and is at the register, the student will be sent to the office with their tray and a phone call home will be made by the student to let the family know money needs to be deposited in the lunch account.
4. If a student comes through the lunch line more than one day without money in their account, the student will be sent to the supervisor in the lunchroom and then to the office with their tray and a phone call home will be made by administration to let the family know money needs to be deposited in the lunch account. The student will remain in the office to eat lunch. The lunch supervisor will keep track of who the student is and the following day the supervisor will check to see if the student has money in the account. If they do not have money in the account, they will not be allowed to get into the line.

Policy 763 - Food Service Automated System